



# County of Los Angeles CHIEF EXECUTIVE OFFICE

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Chief Executive Officer

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October 6, 2009

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

## **COUNTYWIDE CLASSIFICATION ACTIONS (ALL SUPERVISORIAL DISTRICTS) (3 VOTES)**

### **SUBJECT**

This letter and accompanying ordinance will update the tables of classes of positions and the departmental staffing provisions by changing the title of a non-represented classification and by reclassifying positions in various County departments.

### **IT IS RECOMMENDED THAT YOUR BOARD:**

Approve the accompanying ordinance amending Title 6, Salaries, of the County Code to change the title for one (1) non-represented classification and to implement results of classification studies in various departments.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Your Board of Supervisors (Board) has requested submission of classification letters on a periodic basis throughout the year to facilitate consideration of classification recommendations in a timely manner. Approval of these recommendations will provide the ordinance authority for County departments to implement the classification recommendations in this letter.

These recommendations will ensure the proper classification and compensation of positions based upon the duties and responsibilities assigned to these jobs as performed by the incumbents (Attachment B). This is a primary goal of the County's classification system and a means for the appropriate classification and compensation of the County workforce. Positions reclassified upward and laterally are consistent with the class concepts of the proposed classifications.

These actions are recommended based upon accepted principles of classification. Furthermore, these actions are important in addressing departmental operational needs and in maintaining consistency in personnel practices throughout the County. The proper classification and compensation of positions facilitates good business operations and can reduce the number of costly personnel-related problems.

### **Implementation of Strategic Plan Goals**

Your approval of the accompanying ordinance will further the County Strategic Plan Goal of Operational Effectiveness. Specifically, it will address the Service Excellence and Organizational Effectiveness Strategy to improve the quality of the workforce, to achieve departmental operational efficiencies, and to maintain consistency in personnel practices throughout the County.

### **Title Change**

The department-specific single-position Chief, Public Affairs, Public Works (S12) is being title changed to Departmental Public Affairs Manager to facilitate a reclassification in the Department of Children and Family Services (DCFS) (Attachments A and B). Specifically, the class specification will be revised to provide for two positions – one in the Department of Public Works and one in DCFS – to direct the respective department's planning, development, management, and implementation of a comprehensive communication, marketing, outreach, and community relations program.

### **Class Deletions**

Twelve (12) obsolete represented classes have been approved for deletion by the Employee Relations Commission (ERCOM) and are being deleted from the County's Classification Plan (Attachment A). This action supports the Chief Executive Office's strategy to reduce the overall number of County classes. The affected departments have been informed of and have consented to the deletions.

### Reclassifications

Based upon individual position studies, we recommend that four (4) positions in four (4) departments be reclassified (Attachment B). The assigned duties, responsibilities, and/or utilization of these positions have changed since the original allocations were made. The positions would be more appropriately classified to the recommended classes.

### FISCAL IMPACT/FINANCING

The projected budgeted costs for the four (4) positions that will be reclassified is estimated to total \$26,957 (all funds). Net County cost is estimated to be \$13,893. Cost increases associated with the upward reclassification actions will be absorbed within the Board's adopted budget for each affected department. No additional funding is required.

### FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The County Charter authorizes the establishment and maintenance of "a classification plan and the classification of all positions." This responsibility is further delineated in Civil Service Rule 5.

Appropriate consultations have been conducted with the impacted employee organizations regarding the recommended classification actions. The accompanying ordinance implementing amendments to Title 6, Salaries, of the County Code has been approved as to form by County Counsel.

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**IMPACT ON CURRENT SERVICES (OR PROJECTS)**

Your approval of these classification recommendations will enhance the operational effectiveness of the departments through proper classification and compensation of positions.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:DIL:WGL  
VMH:KP:mst

Attachments (2)

c: Interim Director of Personnel  
Executive Officer, Board of Supervisors  
County Counsel  
Auditor-Controller  
Affected Departments

**ATTACHMENT A**

**NON-REPRESENTED CLASSIFICATION RECOMMENDED FOR TITLE CHANGE**

<b>Item No.</b>	<b>Current Title</b>	<b>Recommended New Title</b>
1027	Chief, Public Affairs, Public Works	Departmental Public Affairs Manager

**REPRESENTED CLASSES RECOMMENDED FOR DELETION**

<b>Item No.</b>	<b>Title</b>
6044	Automotive Services Assistant
6924	Business Machines Technician
1766	Calculating Machine Operator
6718	Chief Housekeeper
6857	Finishing Supervisor I
1767	Intermediate Calculating Machine Operator
6926	Senior Business Machines Technician
1768	Senior Calculating Machine Operator
6866	Senior Marker & Distributor
2227	Senior Reproduction Typist
6854	Supervising Press Operator
6839	Washroom Worker

RECOMMENDATIONS FOR POSITION RECLASSIFICATION

CHILDREN AND FAMILY SERVICES

Number of Positions	Present Classification and Salary	Classification Findings and Salary
1	Children Services Administrator III NM 106B Non-Represented	Departmental Public Affairs Manager (Title Change) N23 S12 Non-Represented

The subject position reports directly to the department director and oversees the department's Office of Public Affairs where it supervises two (2) lower-level Children's Services Administrators and two (2) support staff. In addition to its supervisory duties, the position's primary responsibility is to respond to media inquiries regarding cases and other departmental matters which are of a high-profile and sensitive nature. Other responsibilities include providing on-camera and radio interviews to local and national print publications; assisting in the drafting of written statements and speeches for the director and other key department staff; overseeing the development of a variety of professional media campaigns, public outreach, and education efforts; and serving as a liaison to the Board to address issues related to crisis mitigation.

The position's duties and responsibilities are more consistent with the class concept for public relations classifications versus a Children Services Administrator III (CSA III). Positions allocable to CSA III are responsible for directing policy and procedure development to implement children's services programs, administering such programs, or for providing the administrative or technical support for such programs. In contrast, the newly retitled Departmental Public Affairs Manager provides the best fit in terms of duties and organizational structure. Specifically, this classification reports to a department head and is responsible for the development and management of departmental communications including strategic planning, community outreach, and public relations programs. Therefore, we are recommending an upward reclassification to Departmental Public Affairs Manager.

**OFFICE OF COUNTY COUNSEL**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Information Systems Support Analyst II N2M 92F Non-Represented	Senior Application Developer NM 97B Represented

The subject position reports to an information technology manager and is located in the information technology section. The duties and responsibilities include coding, testing, and debugging complex programs; preparing, reviewing, and validating technical documents and user manuals, as well as developing specifications, work plans and writing/modifying complex database scripts. In addition, this position provides technical guidance and direction to lower-level application development staff.

The above duties and responsibilities are consistent with the classification concept for Senior Applications Developer, a class which writes, tests, and debugs complex programs in one or more languages, working from program specifications and applying in-depth knowledge of structured program design concepts. Positions allocable to this class may act as a project lead. Therefore, we are recommending upward reclassification to Senior Application Developer. Furthermore, the Information Systems Support Analyst II classification has been deemed obsolete and will be deleted in the near future.

**PARKS AND RECREATION**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	General Maintenance Worker NM 70K Represented	Senior General Maintenance Worker NM 74K Represented

The subject position reports to an Assistant Superintendent, Hollywood Bowl and is the sole General Maintenance Worker assigned to the Hollywood Bowl. In addition to responding to ongoing maintenance requests at the 88-acre venue, the position must also respond to emergent, non-routine repairs and maintenance requests requiring skills in carpentry, electrical, masonry, painting, plumbing, and mechanical equipment and tools maintenance.

Since there are no other General Maintenance Worker positions allocated to the Hollywood Bowl, the position must possess the skills needed to respond both to the routine and the more difficult repair and maintenance requests. For this reason, we recommend upward reclassification of the position to Senior General Maintenance Worker. The Senior General Maintenance Worker independently performs the more difficult repair and maintenance work, such as carpentry, electrical, masonry, painting, plumbing, mechanical, and other related work.

**PROBATION – SUPPORT SERVICES**

<b>Number of Positions</b>	<b>Present Classification and Salary</b>	<b>Classification Findings and Salary</b>
1	Program Analyst, Probation NM 90C Represented	Senior Departmental Personnel Technician NM 90D Non-Represented

The subject position is assigned to the Human Resources Management Office (HRMO) of the Administrative Services Bureau and reports to the Departmental Human Resources Manager (DHRM) III. It serves as a liaison between the DHRM III and three subordinate managers responsible for directing the Employment Services, Operations, and Investigations/Employee Relations sections.

The position generates human resource-related reports for Executive Team meetings and develops human resources policies, procedures, and guidelines in response to recommendations from centralized department audits. The position also monitors confidential and sensitive personnel information to ensure compliance with countywide human resources policies.

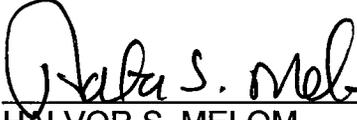
The assigned duties and responsibilities and organizational structure are more consistent with the Senior Departmental Personnel Technician (DPT) class concept. The Senior DPT typically reports to a higher level departmental human resources supervisor and performs the more complex and non-routine assignments and serves as a resource specialist in a technical personnel specialty area. In contrast, positions allocated to Program Analyst, Probation provide highly specialized staff and consulting services to management in areas such as budgets, contracts, grants, and internal audits. Therefore, we recommend lateral reclassification.

## ANALYSIS

This ordinance amends Title 6 - Salaries, of the Los Angeles County Code by:

- Changing the title of one (1) non-represented classification; and
- Adding, deleting, and/or changing certain classifications and numbers of ordinance positions in the departments of Children and Family Services, County Counsel, Parks and Recreation, Probation, and Public Works.

ROBERT E. KALUNIAN  
Acting County Counsel

By   
HALVOR S. MELOM  
Principal Deputy County Counsel  
Labor & Employment Division

HSM:di

Requested: 9/11/09

Revised: 9/14/09

**ORDINANCE NO. \_\_\_\_\_**

An ordinance amending Title 6 - Salaries, of the Los Angeles County Code relating to the addition, deletion, and/or changing of certain classifications and number of ordinance positions in various departments to implement the findings of classification studies.

The Board of Supervisors of the County of Los Angeles ordains as follows:

**SECTION 1.** Section 6.28.050 is hereby amended to change only the title of the following class:

<b>ITEM NO.</b>	<b>TITLE</b>
1027	<del>CHIEF, PUBLIC AFFAIRS, PUBLIC WORKS</del> <u>DEPARTMENTAL PUBLIC AFFAIRS MANAGER</u>

**SECTION 2.** Section 6.53.010 (Department of Children and Family Services) is hereby amended to add the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>1027A</u>	<u>1</u>	<u>DEPARTMENTAL PUBLIC AFFAIRS MANAGER</u>

**SECTION 3.** Section 6.53.010 (Department of Children and Family Services)

is hereby amended to change the number of ordinance positions for the following class:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
9088A	<del>35</del> <u>34</u>	CHILDREN SERVICES ADMINISTRATOR III

**SECTION 4.** Section 6.64.010 (County Counsel) is hereby amended to delete

the following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
2535A	4	<del>INFO SYSTEMS SUPPORT ANALYST II</del>

**SECTION 5.** Section 6.64.010 (County Counsel) is hereby amended to add the

following class and number of ordinance positions:

<b>ITEM NO.</b>	<b>NO. OF ORDINANCE POSITIONS</b>	<b>TITLE</b>
<u>2525A</u>	<u>1</u>	<u>SENIOR APPLICATION DEVELOPER</u>

**SECTION 6.** Section 6.94.010 (Department of Parks and Recreation) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
6619A	<del>32</del> <u>31</u>	GENERAL MAINTENANCE WORKER
6622A	<del>3</del> <u>4</u>	SENIOR GENERAL MAINTENANCE WORKER

**SECTION 7.** Section 6.100.010 (Probation Department – Support services) is hereby amended to change the number of ordinance positions for the following classes:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
8638A	<del>37</del> <u>36</u>	PROGRAM ANALYST, PROBATION
1849A	<del>8</del> <u>9</u>	SENIOR DEPARTMENTAL PESONNEL TECH

**SECTION 8.** Section 6.109.010 (Department of Public Works) is hereby amended to change the title for the following class:

ITEM NO.	NO. OF ORDINANCE POSITIONS	TITLE
1027A	1	<del>CHIEF, PUBLIC AFFAIRS, PUBLIC WORKS</del> <u>DEPARTMENTAL PUBLIC AFFAIRS MANAGER</u>

**SECTION 9.** Pursuant to Government Code Section 25123(f), this ordinance shall take effect immediately upon final passage.

[RECLASSOCT09KPCEO]